



# Design Checklist

- ☒ Use no more than two or three fonts in a presentation. You may vary the size and style of the fonts. Along these same lines, keep font choices for headings and body text consistent throughout the presentation.
- ☒ Do not include too much content on a single slide. It's better to spread a message out into small understandable bits of information.
- ☒ Use color consistently. This gives the presentation a "pulled together" impression and keeps the audience focused on the information being presented.
- ☒ Keep text short and to the point.
- ☒ Keep backgrounds consistent. Too many changes may confuse the eye and are a distraction from the original intent of the presentation.
- ☒ Keep sounds consistent and in line with the theme of your presentation.
- ☒ Transitions between slides should be smooth and not take away from the flow of the presentation.
- ☒ Use borders around graphics and photos to help them stand out from their background.
- ☒ If you are unsure about the machine you will be using to show your presentation, avoid using elements that may cause things to slow down (movies, animation, elaborate sound effects).